



7800 Golden Valley Road
Golden Valley, MN 55427

City of Golden Valley Planning Neighborhood Notification Policy

Adopted March 2, 2016

Purpose Statement: Neighborhood notification is an additional effort on the part of the City to enhance the communication and education of residents regarding submitted Planning applications in advance of the public hearings already required by State statute and City code.

Neighborhood notification shall be conducted whenever a proposal is located within or adjacent to a residential zoning district, or when, in the option of Planning staff, the potential impact is great enough to warrant such a notification. Proposals for Conditional Use Permits (CUPs), subdivisions, rezonings, and Comprehensive Plan amendments shall require the notification be through a mailing. Proposals for Planned Unit Developments (PUDs) and major amendments to PUDs shall require the notification be through a neighborhood meeting.

Mailings (CUP, subdivision, rezoning, Comprehensive Plan amendment)

The applicant shall prepare a mailing regarding the proposal in order to provide information to residents and allow them time to give feedback to staff prior to the public hearing.

Mailing Guidelines:

1. Mailings shall be sent out by the applicant after the formal application has been received by the City and deemed to be complete. Mailings shall be sent out to the same properties that will be notified for the public hearing, or to a larger area if staff feels it is warranted, and shall be received at least 10 days prior to the date of the Planning Commission meeting. If Planning staff feels additional time is warranted to solicit neighborhood input, mailings may be required to be sent out earlier.
2. A draft of the entire mailing must be reviewed by Planning staff prior to sending.
3. A copy of the mailing shall be sent to Planning staff, who will forward it to members of the Planning Commission and the City Council.

Mailings shall include the following:

- Applicant name, address, and phone number
- Location of proposed project (map)
- Narrative describing the proposed project and specific application request
- Copies of any relevant plans
- Outline of expected process (i.e., informal public hearing at Planning Commission followed by formal public hearing at City Council, etc.)
- Contact information for Planning staff

The following circumstances describe situations in which the potential exists for there to be relatively greater impacts to residential neighborhoods. In these cases, staff shall require a meeting in place of the usual mailing in order to fully engage neighbors early in the process:

Conditional Use Permit – a request for a CUP that indicates a significant impact to a residential neighborhood with respect to an increase in traffic, population density, or other CUP factors

Subdivision – a subdivision proposal that involves a variance; a subdivision proposal that follows or results from a lot consolidation

Rezoning – a proposal that involves one of the following changes:

- 1) Any property zoned residential (R-1, R-2, R-3, or R-4) to a non-residential zoning
- 2) R-1 or R-2 zoned property to R-3 or R-4 zoned property
- 3) Any property zoned Institutional to a non-Institutional zoning

Comprehensive Plan amendment – a proposal that involves one of the following changes:

- 1) Any property designated Residential to a non-Residential designation
- 2) Any property designated Low Density Residential to a Medium Low, Medium High, or High Density Residential designation
- 3) Any property designated Open Space, Schools & Religious Facilities, Public Facilities, or Semi-Public Facilities to any other designation

Meetings (PUD, major PUD amendment)

The applicant shall hold the neighborhood meeting at City Hall or another public location approved by staff in order to provide information to residents and to gather feedback prior to the public hearing.

Meeting Guidelines:

1. The meeting shall be scheduled after the formal application has been received by the Planning Division but at least 7 days prior to the informal public hearing at the Planning Commission. Notices shall be sent out by the applicant to the same properties that will be notified for the public hearing, or to a larger area if staff feels it is warranted, and shall be received at least 10 days prior to the meeting date. If Planning staff feels additional time is warranted to receive neighborhood input, meetings may be scheduled prior to the submission of a formal application.
2. Meetings shall be held between 6:30 and 8 pm, Monday through Thursday. Meetings shall not be held on holidays. The applicant is required to check potential meeting dates with Planning staff.
3. The applicant shall host the meeting and make the presentation. A City representative shall be in attendance to observe and to answer questions about City policy and process.
4. A copy of the neighborhood meeting notice shall be sent to Planning staff, who will forward it to members of the Planning Commission and the City Council.
5. A sign-in sheet shall be kept and a copy provided to Planning staff, along with a summary of the meeting, after its conclusion.



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Notices shall include the following:

- Applicant name, address, and phone number
- Location of proposed project (map)
- Narrative describing the proposed project and specific application request
- Meeting date, time, and location
- Outline of expected process (i.e., informal public hearing at Planning Commission followed by formal public hearing at City Council, etc.)
- Contact information for Planning staff